



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

20 August 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-38

1. This CIL contains information on the following subjects:

- a. Support for Single Process Initiative (SPI),
- b. Commercial Activity (CA) Solicitations,
- c. Competitive Selections for Contracting and Acquisition Career Program (CP-14) Army Management Staff College Class 98-3,
- d. Simplified Acquisition Fundamentals (PUR 101) and Intermediate Simplified Acquisition Fundamentals (PUR 201),
- e. Subcontracting with Small, Small Disadvantaged, and Women-Owned Small Business Concerns,
- f. Cross Training Army Acquisition Workforce (AAW) Personnel,
- g. Policy Letter for the Implementation of the "Revised Army Policy for Procurement of Non-Tactical Vehicles", and
- h. Corps Eligible (CE) Program.

2. Support for Single Process Initiative (SPI). Reference memo, SARD-ZA, 21 July 1998, SAB (encl 1). The impact to current contracting processes/actions within FORSCOM is considered minimal at this time as the primary focus for this reform initiative has been on major systems acquisitions. However, our FORSCOM Contracting approach to support SPI will be best demonstrated through the implementation of the FORSCOM Partnering Program which we are currently coordinating.

3. Commercial Activity (CA) Solicitations. We would like to be consistent in our CA acquisitions to properly alert industry these solicitations are subject to OMB Circular A-76 Cost Comparison Study. In addition to the following FAR requirements

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we have several recommendations to highlight this information to offerors.

a. Include language/notification either on the DD 1707 or on a separate page at front area of the solicitation similar to the following:

"This solicitation is in support of an OMB Circular A-76 Cost Comparison Study. The intent of this study is to determine the most efficient and cost effective method of providing _____ services at Fort _____. The study will determine whether these services should be performed under a contract with commercial sources or through the federal work force".

b. Section L - IAW FAR 7.305 addition of one of the following two FAR clauses, FAR 52.207-1 **NOTICE OF COST COMPARISON (Sealed-Bid)** or FAR 52.207-2 **NOTICE OF COST COMPARISON (Negotiated)**, should be added in FULL TEXT in Section L of the solicitation. The FAR Matrix indicates these two clauses should be incorporated by reference; however, since both clauses have fill-in data, recommend full text.

c. Section M - A clause similar to the following should be added:

"M. **COST COMPARISON WITH GOVERNMENT'S MOST EFFICIENT ORGANIZATION (MEO)**. The proposed cost of the offeror selected in accordance with the above evaluation factors will be formally compared with the Government's cost to perform the same services as defined within this solicitation. The Cost Comparison study will be performed consistent with OMB Circular A-76 procedures. The results of this comparison will determine whether the Government will award a contract or cancel this solicitation and perform the required services consistent with its MEO".

d. The contracting officer is also required to insert the clause at FAR 52.207-3, **RIGHT OF FIRST REFUSAL OF EMPLOYMENT**, in all solicitations which may result in a conversion from in-house performance to contract performance of work currently being performed by the Government IAW FAR 7.305(c).

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e. For additional information, please contact Gail Burrell at DSN 367-6787 or email burrellg@forscom.army.mil.

4. Competitive Selections for Contracting and Acquisition Career Program (CP-14) Army Management Staff College Class 98-3.

a. Reference memo, SARD-PM, SAB (encl 2).

b. Congratulations to those who have been accepted to the Army Management Staff College (AMSC) this fall! All CP-14 professionals who are eligible to attend the AMSC are encouraged to apply. AMSC offers both resident and non-resident classes. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.

5. Simplified Acquisition Fundamentals (PUR 101) and Intermediate Simplified Acquisition Fundamentals (PUR 201). PUR 101 and PUR 201 will no longer be offered effective 1 October 1998. CON 101 and CON 104 will be considered equivalent. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.

6. Subcontracting with Small, Small Disadvantaged, and Women-Owned Small Business Concerns.

a. Reference memo, SARD-PP, 13 July 1998, SAB (encl 3).

b. Subject memo provides guidance for including specific goals for subcontracts with the designated business categories, i.e., small business, small disadvantaged business, and women-owned small business concerns.

7. Cross Training Army Acquisition Workforce (AAW) Personnel. Dr. Jim Edgar has challenged us to expand the Army Acquisition Workforce (AAW) qualifications to other career fields (e.g., 1102s to meet qualifications for the 1910 or 1103 series, etc.). DOCs should cross-train AAW personnel and encourage the workforce to apply for training opportunities. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.

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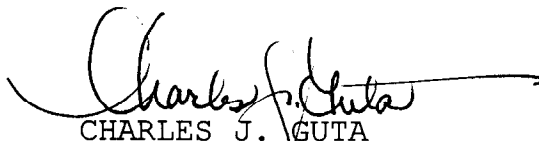
8. Policy Letter for the Implementation of the "Revised Army Policy for Procurement of Non-Tactical Vehicles".

a. Reference memo, AFPI-ENO, SAB (encl 4).

b. This memo provides FORSCOM policy for implementing the "Revised Army Policy for Procurement of Non-Tactical Vehicles (NTVs)".

9. Corps Eligible (CE) Program. The CE Program is no longer restricted to grade GS-13. Level III certification is now the only requirement. At encl 5 is the policy memorandum that modifies the CE program, the policy for the Army Acquisition Corps (AAC) CE Program is at encl 6, and the application to the CE Program is at encl 7.

Encls
as



CHARLES J. GUTA

Colonel, AC

Chief, Contracting Division, DSCLOG
Principal Assistant Responsible
for Contracting

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III CORPS & FT HOOD, ATTN: AFZF-DOC

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JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

21 JUL 1998

SARD-ZA

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Support for the Single Process Initiative (SPI)


In the enclosed memorandum issued on June 3, 1998, Dr. Gansler, the Under Secretary of Defense for Acquisition & Technology, provides specific direction to the Department of Defense (DoD) and the services for actions to strengthen the SPI.

To the direction issued by Dr. Gansler, I am adding my endorsement to the Program Executive Officers (PEOs), Program Managers (PMs), Major Commands (MACOMs), and the U.S. Army Materiel Command (AMC) subordinate commands and activities regarding SPI. The SPI has generated instant contract savings totaling in the millions for the Army, and is expected to reap additional millions in savings in the future. These savings have not and will not be generated without some investment by the Army. Appropriately qualified personnel must be made available to serve as component team leaders, and to sit on corporate management councils. In addition, in order to make informed decisions, these individuals must interface with technical representatives made available by customer organizations. Finally, personnel are required to travel to attend meetings and to take part in management councils. In short, knowledgeable personnel and supporting funds are required to sustain the SPI program.

Army PEOs, PMs, MACOMs and AMC subordinate commands and activities are directed to support the SPI program and make the resource commitments necessary, when called upon, to make SPI a continued success. I recognize that, in this period of continued downsizing and constrained budgets, personnel and dollars are resources that are not plentiful. However, I believe a modest investment of these resources in the SPI today will continue to generate a reasonable return on that investment in the future.

The Army SPI action officer is Mr. Mike Hutchison. Questions or concerns regarding the SPI program can be directed to Mr. Hutchison at DSN 787-3574/ commercial (703) 617-3574, or email: mhutchison@hqamc.army.mil.


JOHNNIE E. WILSON
General, USA
U.S. Army Materiel Command


Paul J. Hoeper
Assistant Secretary of the Army
(Research, Development and Acquisition)





ACQUISITION AND
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

03 JUN 1998

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARY OF DEFENSE (COMPTROLLER)
ASSISTANT SECRETARY OF DEFENSE (COMMAND,
CONTROL, COMMUNICATIONS AND INTELLIGENCE)
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: The Single Process Initiative - A Long Term Perspective

Civil military integration, eliminating the distinction between doing business with the government and other buyers, is critical to meeting our future military, economic, and policy objectives. The transition of the Department of Defense (DoD) to a Performance Based Business Environment (PBBE), maximizing the use of commercial items and practices, is a key step toward achieving civil military integration. The Single Process Initiative (SPI) is the mechanism that we have chosen to implement changes to our existing contracts. Over the past two and a half years, the SPI has expedited the transition of existing contracts to common best processes, making a positive impact on the way the Department conducts business, by facilitating industry consolidation and plant modernization, encouraging innovation, and encouraging subcontractor reform. While we have made a solid beginning with this initiative, particularly in the transition of at least 140 facilities to the ISO 9000 quality standard, we have a long way to go. The replacement of multiple government-unique management and manufacturing processes with common, facility-wide processes that adopt best practices drawn from both commercial and government experience is an objective that the Secretary and I share. Your leadership is critical to the successful attainment of this objective.

Secretary of Defense memorandum on Specifications and Standards of June 29, 1994, directed the use of performance specifications to the maximum extent practicable. However, the substitute language that has been used in SPI block change modifications has not always been articulated in performance language. Therefore, I direct the DoD Component Acquisition Executives (CAEs) and the Commander, Defense Contract Management Command, to promulgate guidance to ensure that block change modifications be written in performance language whenever practicable.

Through the SPI initiative, emphasis must also be placed on integrating both prime contractors and suppliers into a performance based business environment. To assist in this integration, the Aerospace Industry Association (AIA) has established an Executive Committee to facilitate supplier reform and acceptance of best practices within AIA. I applaud AIA's initiative and will be encouraging other industry associations to follow its example.

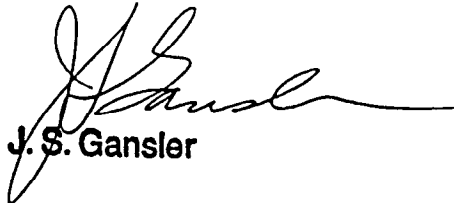


My objective is for the SPI to achieve the integration of commercial and military facilities. Several defense contractors recently have initiated corporate SPI Management Councils designed to expedite reform and facilitate best practices across the entire corporation. I encourage the expansion of this concept. I expect the CAEs to ensure that they are appropriately represented at these Corporate Management Council meetings, as well as, at local management council meetings. I also expect that the Components will expeditiously review concept papers submitted by contractors and elevate any disagreements among the components to me for resolution. This is a matter that I will review with the Component Acquisition Executives at our periodic Acquisition Reform Updates.

I expect that program executive officers and their representatives will commit resources to support the SPI, as continued emphasis on this initiative is vital. In this regard, I ask the Senior Acquisition Executives to review progress personally, to identify impediments to implementing the SPI, and to discuss with me the status of this initiative.

I have asked the Principal Deputy Under Secretary of Defense (Acquisition & Technology) to chair a Council on the SPI to facilitate this reform initiative, that will coordinate with the Defense Systems Affordability Council. This group should include representatives from corporate management councils, industry association representatives and the Component Acquisition Executives and report quarterly to me. The group will provide insight into the success of the SPI and offer solutions to the challenges identified.

By working together with our industry counterparts at the facility and corporate level, we will be able to make the kinds of change that will result in our ability to provide our customers, the warfighter, with the best value goods and services that meets their needs from a globally competitive national industrial base. I expect your full support for institutionalization of this initiative.



J. S. Gansler

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Competitive Selections for Contracting and Acquisition Career
Program (CP-14) Army Management Staff College Class 98-3

I am pleased to announce the Contracting and Acquisition Career Program (CP-14) selections for the Army Management Staff College (AMSC), Class 98-3. The following individuals will be attending the Resident Class 98-3 scheduled to start, September 22 through December 15, 1998.

<u>Name</u>	<u>MACOM</u>
Christopher G. Vuxton	AAESA
Omar A. Ali	AMC
James D. Bannister	AMC
Kevin D. Clark	AMC
Gary M. Goulter	AMC
Joyce M. Parker	AMC
Barbara J. Trujillo	AMC
Kyong S. Cyr	EUSA
Pamela C. Hastings	EUSA
Cynthia S. Jones	EUSA
Beverly Y. Thomas	FORSCOM
Craig Robinson	MEDCOM
Colleen Burns	TRADOC
Mary L. Fitzgerald	USACE
Monteze M. Jaggars	USACE
Gale A. Ross	USACE
Arthur E. Saulsberry	USACE
John D. Bertsch	USAREUR
Christine Pallazza	USAREUR

The following individuals are alternates who may attend if space is available.

<u>Name</u>	<u>MACOM</u>
Pamela F. Friestad	USACE
Fred J. Strickland	USACE

All of these individuals are to be congratulated for their acceptance into AMSC. I want to also encourage our CP-14 professionals who are eligible for AMSC to apply. This is a valuable training opportunity and is important for advancement.

Nominations for the next resident class 99-1 (January 12 - April 2, 1999) are due to the Office of the Assistant Secretary Manpower and Reserve Affairs (ASA (M&RA)), 200 Stovall Street Alexandria, VA 22332-3000 through MACOM/RA channels by August 31, 1998. Nominations for the next nonresident course NR99 (May 3, 1999 – April 21, 2000) are also due August 31, 1998. Interested applicants should access the appropriate AMSC announcement in the FY 1998 Catalog of Army Civilian Training, Education and Professional Development Opportunities on the Civilian Personnel On-Line home page for a description of the courses, eligibility requirements and application forms. NOTE: Nominations submitted on forms other than those in the FY 1998 Catalog (on-line or hardcopy version) will not be accepted and will be returned without action.

Anyone with access to the www can access the on-line version of the catalog at <http://cpol.army.mil>; then click on Training and Career Development; then click on FY 1998 Catalog of Army Civilian Training, Education and Professional Development Opportunities.

My point of contact for this action is Mr. Don Tucker, DSN 761-1046, COM 703-681-1046, email tucker@sarda.army.mil.

Kenneth J. Oscar
Functional Chief's Representative
Civilian Contracting and
Acquisition Career Program

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
5001 Eisenhower Avenue, Alexandria, VA 22333-0001
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Redstone
Arsenal, AL 35898-5280



REPLY TO
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DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
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103 ARMY PENTAGON
WASHINGTON DC 20310-0103

JUL 23 1998

13 JUL 1998

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Subcontracting with Small, Small Disadvantaged, and Women-Owned Small Business Concerns

Section 8124 of the Fiscal Year 1997 Department of Defense Appropriations Act requires that: *The Secretary of the Army shall ensure that solicitations for contracts for unrestricted procurement to be entered into using funds appropriated for the Army by this Act include, where appropriate, specific goals for subcontracts with small businesses, small disadvantaged businesses, and women owned small businesses.*

Effective immediately, all solicitations that include the clause at FAR 52.219-8, Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns shall also include, where appropriate, specific goals for subcontracts with the designated business categories, i.e., small businesses, small disadvantaged businesses, and women owned small businesses. Instances where it may be appropriate to include specific goals are:

- a. Procurements for an item or service where subcontracting with one or more of the designated business categories has historically been relatively low.
- b. Procurements where consolidation of contract requirements may have limited prime contracting opportunities for small businesses in the designated categories and, therefore, special efforts to maintain a level of participation by such businesses -- through subcontracting -- are warranted.

There may be instances where either lack of historical information or unproductive market research precludes the development of meaningful and reasonable goals for a particular solicitation. In those cases, contracting officers should adopt the provisions of DFARS 215.605. The small business offices of the Defense Contract Management Command and other contract administration offices are excellent sources of information for use in developing specific subcontracting goals.



However, due to the statutory mandate, a decision that inclusion of specific subcontracting goals in the solicitation is not appropriate shall be approved at a level no lower than the chief of the contracting office.

While not required by statute, I am establishing that, as a matter of policy, the Army will also include specific subcontracting goals, where appropriate, in solicitations for contracts funded with FY 98 and FY 99 appropriations.

My action officer is Mr. Curtis Stevenson, 703-681-1041, e-mail: stevensc@sarda.army.mil.



Paul J. Hoeper,
Assistant Secretary of the Army
(Research, Development and Acquisition)

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

HQ, U.S. Army Command, ATTN: AMCRDA-AC (PARC) 5001 Eisenhower Avenue,
Alexandria, VA 22333-0001

U.S. Army Materiel Command Acquisition Center, ATTN: SFAE-AE, 4118
Susquehanna Avenue, Aberdeen Proving Ground, MD 21010-5002

U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC, Fort Monmouth,
NJ 07703-5000

U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Rock Island, IL 61299-
6000

U.S. Army Soldier Systems Command, ATTN: AMSSC-AD, Kansas Street, Natick, MA
01760-5011

U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-AQ, Warren,
MI 48397-5000

U.S. Army Research Laboratory, ATTN: AMSRL-CS-PR, 2800 Powder Mill Road,
Adelphi, MD 20783-1197

Defense Supply Service-Washington, 5200 Army Pentagon, Washington, DC 20310-
5200

Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee Avenue, S.W.,
Fort McPherson, GA 30330-1062



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

ARMY TO
ATTENTION OF
AFPI-ENO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter for the Implementation of the "Revised Army Policy for Procurement of Non-Tactical Vehicles"

1. Reference Message 151416ZSEP97, DA Washington DC//SAFM-RB/DALO-TSP/DAIM-PDF, subject: Revised Army Policy for Procurement of Non-Tactical Vehicles (encl).
2. The purpose of this memorandum is to provide FORSCOM policy for implementing the "Revised Army Policy for Procurement of Non-Tactical Vehicles (NTVs)." The following policy for locally procuring NTV's is effective 1 Jan 98 and will remain in effect until rescinded or superseded.
3. The attached list of Special Purpose NTV's are no longer subject to central item management and can be leased with option to buy or procured locally. Authority to lease/locally procure will be obtained from HQ FORSCOM. All locally procured NTV's will be reported to FORSCOM for inclusion in the annual submission of the MCS 1577, Commercial Design Vehicle Review.
4. Request for lease/local procurement of NTV's to support the Director of Public Works (DPW)/Director of Installation Services (DIS) will be forwarded to HQ, FORSCOM, ATTN: AFPI-ENO, 1777 Hardee Avenue, SW, Fort McPherson, Ga. 30330-1062. Request can also be forwarded via FAX to Pat Forristar DSN 367-7751 or COMM 404-464-7751, or E-MAIL: forristp@forscom.army.mil.
5. Request for NTV's to support missions other than the DPW/DIS will be forwarded to HQ, FORSCOM, ATTN: AFLG-LST, 1777 Hardee Avenue, SW, Fort McPherson, Ga. 30330-1062. Request can also be forwarded via FAX to: Bob Fuentes, DSN 367-6432 or COMM 404-464-6432, or E-MAIL: fuentesb@forscom.army.mil.

AFPI-ENO

SUBJECT: Policy Letter for the Implementation of the "Revised Army Policy for Procurement of Non-Tactical Vehicles"

6. Requests for NTVs will contain the following information:

a. Line Item Number, National Stock Number, Nomenclature and Table of Distribution and Allowances (TDA) Paragraph that reflects the authorization for the item.

b. Whether item will replace an on-hand asset or fill a TDA shortage.

c. Unit cost.

7. New or used vehicles can be purchased. Old vehicles can be traded-in. Upon receipt of vehicles the following actions are required:

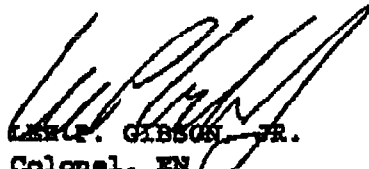
a. Obtain a USA Registration Number from Director, LOGSA, ATTN: ALMXL-SR-RS, Redstone, AL 35896-7466.

b. Submit a DA FORM 2408-9 IAW AR 750-1 and furnish a copy to this office.

8. It is very important that we capture all the necessary reporting data for all newly acquired NTV's so we can comply with DA policy message. There will be no exceptions to the enclosed list for at least one year. If you feel there are items that need to be deleted or added, or if you have questions concerning this new policy contact Ms. Pat Forrister, DSN 367-6288 or COMM 404-454-6288.

FOR THE DCS FOR PERSONNEL AND INSTALLATION MANAGEMENT:

Encl


L. P. GIBSON, JR.
Colonel, EN
FORSCOM Engineer

TRUCK MATERIAL HANDLING-CONTAINER, HLIFT, 4X2, 32000 GVW	X54448
TRUCK, MULTI-PURPOSE, 2 TON, 4X4	X54498
TRUCK, MULTI-PURPOSE 4 TON, 4X4	X54514
TRUCK, MSD 1/2 - 3/4 T, 4X2, 6800-10000 GVW	X54531
TRUCK, MSD 4 - 6 1/2 T, 4X2, 14000-21000 GVW	X54549
TRUCK REFUSE COLLECTION, HOISTING AND COMPACTION, 4X2, 19000 - 32000 GVW	X55820
TRUCK REFUSE COLLECTION, HOISTING AND COMPACTION, 4X2, 24000 GVW	X55832
TRUCK REFUSE COLLECTION, HOISTING AND COMPACTION, 4X2, 28000 GVW	X55837
TRUCK RESCUE WEQUIPMENT	X55874
TRUCK TANK MISC 1100 GAL, 4X2, 29900 GVW	X57281
TRUCK TANK FUEL SERVICING 1200 GAL, 4X4, 19000 GVW	X57548
TRUCK TANK FUEL SERVICING 1200 GAL, 4X2, 19000 GVW	X57882
TRUCK TANK HYDROSEEDER, 1200 GAL	X58235
TRUCK TANK LIQ CHEM, 1250 GAL, 4X2, 22500 GVW	X58240
TRUCK TANK SEPTIC TANK CLEANING, 4X4, ATTACHMENT	X58245
TRUCK TANK SLUDGE DISPOSAL, 1800-3500 GAL	X58250
TRUCK TANK WATER, 1000 GAL, 4X4, 19000 GVW	X58641
TRUCK TANK WATER, 4X2, 18000-19000 GVW	X58778
TRUCK TANK WATER, 1800 GAL, 4X2, 24000-34000 GVW	X58815
TRUCK TANK WATER, 200 GAL, 6X8, 44000 GVW	X58915
TRUCK, TRACTOR, 6X4, 54000 GVW	X58980
TRUCK TRACTOR, SWB, 43000 GVW	X59049
TRUCK TRACTOR, 6X6, 51-60000 GVW	X60577
TRUCK VAN CARGO, 10T, 6X4, W/CREW CAB	X61810
TRUCK VAN EXPANDABLE, 6X4, 34500 GVW, W/LIFT	X62081
TRUCK VAN MOBILE TV PROD & RECORDING	X62291
TRUCK VAN SHOP, 4X2, 12000-18500 GVW	X62487
TRUCK VAN SHOP OR OFFICE, 4-1/2T, 4X2, 19000 GVW	X62514
TRUCK WRECKER, 4X2, 3T	X63187
TRUCK WRECKER, 6X4, 34500 GVW	X63573
TRUCK WRECKER, 4X2, 18000 GVW	X63847
TRUCK WRECKER, 4X2, 21000 GVW	X63986
TRUCK WRECKER, 6X4, 38000 GVW	X63984
TRUCK WRECKER, 6X6, 24000 GVW	X63989

TRAILER VAN ABT	W99012
TRAILER VAN ABT	W99016
TRAILER VAN ABT	W99022
TRAILER VAN OFFICE	W99058
TRAILER VAN ABT	W99306
TRUCK AIRCRAFT CARGO LOAD/UNLOAD DEDIGED ATTACH	X38355
TRUCK DUMP, 2 - 4 CU YD CAPACITY, 4X2	X43563
TRUCK DUMP, 4 1/2 - 5 1/2 T, 4X2, 3 CU YD, 18000-19000 GVW	X43571
TRUCK DUMP, 8 - 8 1/2 T, 4X2, 4 - 6 CU YD, 24000-28000 GVW	X43589
TRUCK DUMP, 8 - 8 1/2 T, 4X2, 4-6 CU. YD, 24000-28000	X43589
TRUCK DUMP, 5 1/2 - 8T, 4X4, 304 CU YD, 19000-24000 GVW	X43882
TRUCK DUMP, 8 - 10 T, 6X6, 5 - 8 CU. YD, 36000-51000 GVW	X44119
TRUCK DUMP, 7 3/4 - 10 T, 6X4, 5-8 CU YD, 34500-38500 GVW	X44258
TRUCK FLATBED EQUIPMENT TRANSPORTER, W/HYD TILT PLTFM, 4X2, 21000 GVW	X45176
TRUCK FLATBED EQUIPMENT TRANSPORTER, 6X4, 44000-55000 GVW	X45178
TRUCK FLATBED W/MULTI-POSITION PLATFORM, 6X6 FT	X48210
TRUCK HOPPER COAL DELIVERY, 4X2, 24000 GVW	X48782
TRUCK MAINTENANCE LINE CONSTRUCTION, 4X4, 14000-21000 GVW	X53366
TRUCK MAINTENANCE ROADS & GROUND W/ATTACHMENT	X53430
TRUCK MAINTENANCE, 1 - 1 1/2 T, 4X2, W/ATTACH	X53432
TRUCK MAINTENANCE UTILITY 3/4T	X53572
TRUCK TELEPHONE MAINTENANCE, 4X4, 5000-8000 GVW	X53790
TRUCK MAINTENANCE UTILITY PANEL CONVERSION, 4X2, 5900-8200 GVW	X53848
TRUCK MAINTENANCE UTILITY, 7000-10000 GVW	X53851
TRUCK MAINTENANCE UTILITY 4X2 14000-21000 GVW	X53858
TRUCK MAINTENANCE W/MULTI-POSITION AERIAL PLATFORM, 4X2, 7500 GVW	X53888
TRUCK MAINTENANCE W/MULTI-POSITION AERIAL PLATFORM, 4X2, 18000 GVW	X53896
TRUCK MAINTENANCE, 1T, 4X4, W/ATTACH	X54176
TRUCK MAINTENANCE, 1 T, 4X4, WCREW CAB ATTACH	X54187
TRUCK MAINTENANCE, 1 - 1 1/2 T, 4X2, WCREW CAB ATTACH	X54200
TRUCK MATERIAL HANDLING-CONTAINER, HOISTING, 4X2, 21000 GVW	X54428
TRUCK MATERIAL HANDLING-CONTAINER, HOISTING, 4X2, 24000 GVW	X54433
TRUCK MATERIAL HANDLING-CONTAINER, 4X2, 32000 GVW	X54445

NOMENCLATURE	LIN
BODY REFUSE COLLECTION TRUCK SELF LOADING & COMPACTION	S66308
MOTORCYCLE	M72933
SCOOTER MOTOR GEDVEED 2-4 WHEEL	S55256
SCOOTER MOTOR GEDVEED 2-4 WHEEL	S55261
SCOOTER MOTOR GEDVEED 2-4 WHEEL	S55266
SCOOTER MOTOR GEDVEED 2-4 WHEEL	S55334
SEMITRAILER, FB TILT TYPE 22T	S99909
SEMITRAILER, LB FORESTRY 16 T	S69964
SEMITRAILER, LB 30-35T	S70534
SEMITRAILER REFUSE COLLECTION COMPACTION TYPE 75 CU YD CAPACITY	S71690
SEMITRAILER TANK POTABLE WATER	S73257
SEMITRAILER TANK POTABLE WATER	S73304
SERVICING PLATFORM TRUCK MOUNTED, 4X2, 19000 GVW	S80048
SERVICING PLATFORM TRUCK 4X2, 19000-28000	S80066
TRUCK SERVICING PLATFORM, 6X4, 34500 GVW	S80078
SERVICING PLATFORM TRUCK MOUNTED, 4X2, 24000 GVW	S80088
HUMMER COMMERCIAL DESIGN	T07747
TRUCK CALIBRATION & REPAIR 1 1/4 TON	T41803
TRUCK MAINTENANCE VAN-TYPE, 1/4 T, 4X2	T53919
TRUCK MAINTENANCE, 4X2, 1/4 and 3/4 TON	T54265
TRUCK VAN TEST	T62158
TRUCK VAN TEST	T62322
BRUSH PUMPER 1200 GAL, 6X6	T67209
SNOWMOBILE GED 2 PAX	T87771
SNOWMOBILE GED 2 PAX	T87863
TRUCK VAN EXPANDABLE	T93240
TRAILER VAN OFFICE	T99091
TRAILER, CABLE REEL 3 1/2T	W95253
TRAILER, CABLE REEL 4T	W95268
TCR REEL HANDLING TRAILER	W95270
TRAILER, CABLE REEL 6T	W95270
TRAILER TANK ABT	W96689
TRAILER TANK WATER 400 GAL	W98862

SARD-ZAC

July 9, 1998

MEMORANDUM FOR ARMY ACQUISITION ORGANIZATIONS

SUBJECT: Army Acquisition Corps (AAC) Policy Memorandum
#98-02, Army Acquisition Corps **Corps Eligibles** (CE) Program

The purpose of this policy memorandum is to modify the previous Army Acquisition Corps **Corps Eligibles (CE)** Program. This policy supercedes all previous correspondence relating to the CE Program.

Changes from the previous CE Program Policy are the requirement of Level III Certification and the removal of the grade restriction. CE Program members as of the date of this policy, not meeting Level III Certification requirements, will have 18 months (until December 31, 1999) to comply with the modified requirement. At that time, if they do not meet existing CE Program requirements, they will be removed from the CE Program.

The CE Program is ongoing and applications continue to be accepted and processed from all Army Civilian personnel. There is no cut-off date for applications. Revised instructions and application forms are attached and are also available on the Army Acquisition Corps (AAC) Home Page, <<http://dacm.sarda.army.mil>>.

Membership in the CE Program will continue to be required for the Competitive Development Group (CDG) Program. The CDG Program is normally announced in August of each year. CE membership is also a requirement for specific AAC position announcements and centralized boards, to include all Project and Product Management Boards.

CE applications should be mailed or faxed to:

Director
Acquisition Career Management Office
Corps Eligible Program
ATTN: SARD-ZAC 10th Floor
2511 Jefferson Davis Highway
Arlington, Virginia 22202-3911
Fax: (703) 604-8178, DSN: 664-8178

I am very pleased with the success the CE Program has had over the past two years. I encourage employees to apply to the CE Program so that they may also benefit from enhanced opportunities for training, education and experience.

For further information on the Corps Eligible Program, contact the Acquisition Career Management Office, (703) 604-7101/7113, DSN: 664-7101/7113, FAX: (703) 604-8178, DSN: 664-8178, e-mail: <corpsel@sarda.army.mil>

/s/

KEITH CHARLES
Deputy Director
Acquisition Career Management

COPY FURNISHED:
PRINCIPAL AUTHORITIES RESPONSIBLE FOR CONTRACTING
ACQUISITION CAREER MANAGEMENT ADVOCATES
ACQUISITION WORKFORCE SUPPORT SPECIALISTS
FUNCTIONAL CHIEF REPRESENTATIVES
U. S. ARMY TOTAL PERSONNEL COMMAND (ATTN: TAPC-CPB)

Policy for the Army Acquisition Corps (AAC)
Corps Eligible (CE) Program

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Policy for the Army Acquisition Corps (AAC)

Corps Eligible (CE) Program

SUMMARY OF CHANGES: The CE Program now requires a Level III Certification in any of the Acquisition Career Fields other than Purchasing. Eligibility is no longer restricted to GS-13 personnel. All Army employees who are not AAC members may apply to the CE Program.

NOTE: The policy for the AAC CE Program is an explanation of WHAT the program entails and the vision of where it is going.

- I. **PURPOSE:** This is a policy that governs the operation and administration of the Army Acquisition Corps (AAC) Corps Eligible (CE) Program, and supersedes AAC Policy Memorandum #96-04 dated Feb 27, 1996 and the amendment to that memorandum dated Jul 18, 1997. It provides general requirements for acceptance to and participation in the CE Program. It also contains modifications to the previously published CE Program policy and the necessary actions to be taken by current CE members who do not meet the new CE Program requirements. Eligibility for the CE Program requires a Level III Certification, in order to ensure that the individual will be eligible to serve in a Critical Acquisition Position (CAP) upon selection.
- II. **EFFECTIVE DATE:** The effective date of this policy is July 10, 1998.
- III. **REFERENCES:** The following references are provided for both the CE Program Policy and the CE Program Procedures:
 - A. AR 690-950, July 1988, Civilian Career Management.
 - B. DOD 5000.52-M, November 1995, Acquisition Career Development Program.
 - C. DODD 5000.52, Defense Acquisition Education, Training, and Career Development Program.
 - D. DA PAM 690-43, August 18, 1989, A Supervisor's Guide to Career Development and Counseling for Career Program Employees.
 - E. DA PAM 690-400, Chapter 4302, June 1, 1993, Total Army Performance Evaluation System (TAPES).
 - F. Memorandum, SARD-ZAC, April 1, 1996, subject: Policy Memorandum No. 96-01, Career Development as a Mission.
 - G. Memorandum, SARD-ZAC, December 20, 1996, subject: Army Acquisition Corps/Workforce Policy Memorandum No. 96-02, Individual Development Plan (IDP) for the Army Acquisition Workforce.
 - H. Memorandum, SARD-ZAC, February 27, 1996, subject: Army Acquisition Corps Policy Memorandum #96-04, Army Acquisition Corps Eligible Program.
 - I. Memorandum, SARD-ZAC, July 18, 1997, subject: Amendment to Army Acquisition Corps (AAC) Policy Memorandum #96-04, Army Acquisition Corps Eligible Program.
 - J. Title 10, United States Code, Chapter 87 Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.

Policy for the Army Acquisition Corps (AAC)
Corps Eligible (CE) Program

- IV. EQUAL EMPLOYMENT OPPORTUNITY (EEO): The Department of the Army (DA) is an Equal Employment Opportunity (EEO) Employer. All qualified applicants are considered for all programs and positions without regard to race, color, sex, national origin, age, religion, physical or mental handicap.
- V. PROGRAM DESCRIPTION:
- A. PROCESS: The Army Acquisition Corps (AAC) Corps Eligible (CE) program is designed to greatly reduce the time needed to determine AAC eligibility for those who are selected for a Critical Acquisition Position (CAP). It is a streamlined way of determining possession of CAP selection requirements and AAC accession requirements by Army personnel. Previously, only employees at the GS-13 level were eligible to apply for the CE Program. Effective immediately, the CE Program is no longer restricted by grade. All Army personnel who are not in a CAP are eligible to apply. Therefore, all personnel who apply for the CE Program and are found to meet CAP/AAC accession requirements, other than grade, can be quickly accessed into the AAC upon selection into a CAP. Army personnel that apply for CE and are found not to meet CAP/AAC accession requirements will be informed by letter of the requirements not yet met. Once those requirements are met, the applicant may reapply by returning documentation verifying that the requirements have been met along with the letter informing them of their previously unfulfilled standards. Regardless of a previously issued letter prior to this policy, all new and resubmitted applicants must meet the current CE Program requirements as outlined herein. Present CE Program members will have 18 months (until 31 December 1999) to comply with current CE requirements (i.e. meet Level III certification requirement). At that time, if they do not meet CE Program requirements as stated in this policy, they will be removed from the program. Issued letters of acceptance to those individuals who meet CE Program requirements will be the method of validation of their CE membership.
- B. PROGRAM: The CE Program provides opportunities to prepare its members for CAPs. The CEs will be afforded several competitive and non-competitive career-enhancing opportunities. The most prestigious of these is the opportunity to apply for the Army Competitive Development Group (CDG) Program. The exact eligibility requirements, application procedures and description of the CDG program are found in a separate policy and annual announcement. Other CE training opportunities include specific Defense Acquisition University (DAU) courses; management, leadership and ethics seminars; and potential access to the Army Acquisition Tuition Assistance Program (ATAP) graduate degree pursuits. However, some of these opportunities are reserved for CE members only who are serving in Army Acquisition Workforce (AAW) positions.
- VI. OBJECTIVE: The objectives of the CE Program are: to identify Army personnel that meet minimum CAP and AAC accession standards; to provide career development opportunities to CE members in preparation for assuming senior leadership positions; to streamline the AAC accession process; and to identify an applicant pool for specific AAC position announcements and centralized boards.
- VII. ELIGIBILITY: CE Program applicants must meet the minimum CAP requirements and applicable AAC accession standards, other than grade. CE Program requirements are detailed in Figure 1 below.

Policy for the Army Acquisition Corps (AAC)

Corps Eligible (CE) Program

Corps Eligible Program Membership Requirements

In order to become a member of the Army Acquisition Corps (AAC) Corps Eligible (CE) Program, civilians must (Reference: DAWIA Chapter 87, 10 U.S. Code, Section 1732(b) *Eligibility Requirements*):

- ♦ Be an Army civilian employee;
- ♦ Have four years of acquisition experience;
- ♦ Possess a baccalaureate degree from an accredited educational institution;
- ♦ Have completed Level III training in an acquisition career field and met all the requirements for Level III certification in that field (other than Purchasing*); and
- ♦ **Either**
 - ⇒ Possess at least 24 semester credit hours from an accredited institution of higher education, from among the following disciplines: Accounting, Business, Finance, Contracts, Economics, Industrial Management, Law, Marketing, Organization Management, Purchasing, and Quantitative Methods
 - or
 - ⇒ Possess at least 24 semester credit hours in your acquisition career field, from an accredited institution of higher learning, and 12 semester credit hours from among the disciplines listed above.

Exceptions to Corps Eligible Program Requirements

Listed below are exceptions to the requirements for CE. Civilians may become members of the CE Program if any of these conditions are met:

- ♦ If the individual had at least ten years of acquisition experience as of October 1, 1991, the above education requirements do not apply. *(This exception applies to the education requirements only, i.e., the college degree requirement and the 24/12 business semester hour requirements.)*
- or:
- ♦ The individual meets all three of the following conditions:
 - ⇒ was serving in an acquisition position on October 1, 1991;
 - ⇒ had less than ten years in an acquisition position as of October 1, 1991;
 - and
 - ⇒ has 24 semester credit hours in the above listed disciplines;
[A combinations of college credit courses and approved equivalency examinations totaling 24 semester hours may be used, but there is no alternative to the requirement that the 24 hours all be in the stated business-related disciplines.]

*Purchasing is excluded as applicable because no CAPs exist in this career field.

Policy for the Army Acquisition Corps (AAC)
Corps Eligible (CE) Program

Figure 1 - Corps Eligible Program Membership Requirements

- VIII. PROGRAM COMPLETION: The CE Program is designed to greatly reduce the time needed to determine AAC eligibility for those who are selected for a Critical Acquisition Position (CAP). It is a streamlined way of determining possession of CAP and AAC accession requirements for Army personnel. Successful completion of the CE Program entails selection to the Competitive Development Group (CDG) Program, or promotion to a CAP, both of which will result in greater opportunities for the member and eventual accession into the AAC.
- IX. APPLICATION PROCEDURES: CE Program application procedures can be found on the AAC Home Page at <<http://dacm.sarda.army.mil>>. The CE Program is an open announcement in which applications are accepted continuously.

Army Acquisition Corps *Corps Eligible* Procedures/Application

If you are a current member of the Corps Eligible (CE) Program with Level III Certification, there is no need to reapply. Upon selection to a GS-14 Critical Acquisition Position (CAP) you will be accessed into the AAC. If you are a current CE but do not meet the Level III Certification requirement, there is also no need to reapply. However, you have until December 31, 1999 to comply with the modified requirements and automatically maintain your CE Program membership. Otherwise, you will be removed from the Program at that time.

If you have applied for the CE Program and you were not found to meet AAC accession standards: simply attach documentation verifying that you are Level III certified and meet the specific standard(s) previously unfulfilled, to a copy of the letter sent from the Acquisition Career Management Office (ACMO), informing you of those unfulfilled standards, and send it to the address below.

If you are an Army civilian member of another DoD Acquisition Corps, reserve or active, and want to apply for the CE Program, fill out the personal section, top portion of the Army Acquisition Corps *Corps Eligible* Procedures/Application, attach a copy of your Corps membership certificate, and send it to the address below.

If you are an Army civilian and are found to meet AAC accession criteria, you will receive a welcome letter designating you as a CE.

If you are found to not meet AAC accession criteria, you will receive a letter stating what is required for you to meet the accession criteria.

Applications received without the appropriate, validated, or signed supporting documentation will result in non acceptance to the CE Program. Supporting documentation other than what is identified on the application will be accepted if it is valid, verified and signed by a supervisor.

IT IS THE RESPONSIBILITY OF ALL WORKFORCE MEMBERS TO ENSURE THAT THEIR PERSONAL RECORDS ARE CURRENT AND UPDATED WITH THEIR LATEST EDUCATION, TRAINING AND EXPERIENCE(S).

Mailing Instructions

Send pages 2 and 3 of the Army Acquisition Corps *Corps Eligible* Program Procedures / Application and all supporting documentation to: Director, Acquisition Career Management Office, Corps Eligible Program, ATTN: SARD-ZAC, 10th Floor, 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3911.

*** Privacy Act Statement**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.

Army Acquisition Corps *Corps Eligible* Procedures/Application

All applicants must supply the following personal information. Please type or print.

Name (LAST, First, Middle): _____ SSN*: _____ - _____ - _____

Organization:

Work Phone: (Comm)
(DSN)

Position Series/Grade:

Fax Number: (Comm)
(DSN)

Acquisition Career Field:

Home Phone Number (Optional):

Home Address:

Work Address:

E-mail Address:

CORPS ELIGIBLE PROGRAM MEMBERSHIP REQUIREMENTS

All education, experience and training standards must be met to become a member of the Corps Eligible Program. Check the boxes that identify how you meet the accession standards, then check the boxes that identify the supporting documentation, copies of which you will attach, which can verify your fulfillment of the selected standards.

EDUCATION:

Must meet ONE: Please check the box that indicates how the first half of the education criteria is met and check the box that identifies the supporting documentation you have attached.

- ☐ Baccalaureate degree from an accredited educational institution.
 - ☐ Signed Acquisition Career Record Brief (ACRB) ☐ Diploma
 - ☐ Transcript, indicating type of degree.
- ☐ Ten years of acquisition experience as of Oct 1, 1991.
 - ☐ Signed ACRB ☐ SF 171 ☐ OF 612
 - ☐ DA Form 2302, indicating 10 years of acquisition experience.
- ☐ Less than ten years acquisition experience, but was serving in an acquisition position on Oct 1, 1991 and meet the requirement for 24 semester credit hours among: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management, or have passed DANTES or CLEP equivalency exams for the above.
 - ☐ Signed ACRB ☐ SF 171 ☐ OF 612
 - ☐ DA Form 2302, indicating occupation of an acquisition position on Oct 1, 1991, AND
 - ☐ Transcript, indicating 24 "business" semester credit hours, OR
 - ☐ DANTES or CLEP equivalency exam certification.

Must meet ONE: Please check the box that indicates how the second half of the education criteria is met and check the box that identifies the supporting documentation you have attached.

- ☐ Ten years of acquisition experience as of Oct 1, 1991.
 - ☐ Signed ACRB ☐ SF 171 ☐ OF 612
 - ☐ DA Form 2302, indicating 10 years of acquisition experience.

Army Acquisition Corps *Corps Eligible* Procedures/Application

- ☐ 24 semester credit hours among the business disciplines listed above.
 - ☐ Transcript, indicating 24 “business” semester credit hours
 - ☐ DANTES or CLEP equivalency exam certification.
- ☐ 24 semester hours in your career field, PLUS 12 semester credit hours among the business disciplines listed above. DANTES or CLEP equivalency exams, as well as credits given for training courses in these areas, may be used to satisfy the 12 hour requirement.
 - ☐ Transcript indicating 24 career field and 12 “business” semester credit hours
 - ☐ DANTES or CLEP equivalency exam certification
 - ☐ Training courses recognized with American Council on Education (ACE) credit.

EXPERIENCE:

- ☐ Four years acquisition experience in a DoD acquisition position, or in a comparable position outside DoD.
- ☐ Signed ACRB ☐ Level 3 certification certificate ☐ SF 171 ☐ OF 612
- ☐ DA Form 2302, indicating 4 years of acquisition experience.

TRAINING:

- ☐ Certification at Level III in an acquisition career field, or completion of all training requirements for such certification.
- ☐ ACRB (with certifying officials signature and printed name if certification status has changed)
 - ☐ Level 3 Certification certificate
 - ☐ Course completion certificates/diplomas for Acquisition Career Field training requirements.

All applicants must sign and date application, and have their supervisor sign and date the application.

Applicant's Signature **Date**

Supervisor's Signature _____ Date _____